

Guidelines for Contributors

PROFILE

Issues in Teachers' Professional Development

This journal is led by the PROFILE research group at Departamento de Lenguas Extranjeras -Universidad Nacional de Colombia, Sede Bogotá. It is a publication for teachers of English interested in increasing their professional expertise. Starting from the assumption that our professional knowledge is enriched by different members of our academic community, the journal is mainly concerned with sharing the results of classroom research projects undertaken by primary and secondary school teachers as well as teachers of adults. It also includes articles written by teacher educators and guest teachers willing to disseminate innovations and research findings. PROFILE is registered in Ulrich's Periodicals Directory. It is indexed in the MLA International Bibliography, Educational Research Abstracts online -ERA, LLBA- Linguistics and Language Behavior Abstracts database, SciELO, and Publindex-Colciencias, classified in category B.

Our Purpose

The PROFILE journal is published twice a year (April and October). It is mainly interested in sharing the results of classroom research projects undertaken by primary and secondary school teachers as well as teachers of adults while taking part in the Professional Development Programmes carried out by the Foreign Languages Department at Universidad Nacional de Colombia. It also includes articles written by teacher educators and guest teachers willing to disseminate innovations and research findings.

Submitting an Article

To be considered for publication, you should send three print copies of your manuscript and a magnetic copy. Articles should be sent or brought directly to the journal editor.

The manuscript should be saved as a Word document, double-spaced, Times Roman 12, and

have margins of at least three centimetres. Do not write your name or biodata in the article. Manuscripts should contain an abstract of no more than 120 words and should include key words. The abstract and the key words should be in both Spanish and English. Likewise, the complete bibliographic information for each citation must be included in the list of references, following the American Psychological Association (APA) style, 5th Edition (see some samples of references afterwards).

All quoted material must be cited in the text. PROFILE will reject papers which evidence plagiarism, and its decision will be final. All references cited in the text must be in the list of references, and all works included in the references section must be cited in the text.

The length of your article will depend on the topic. Nonetheless, papers cannot exceed 25 pages or 8,000 words, including the abstract, key words, references, appendixes, and footnotes (on the same page, not at the end of the document). All graphics in the article should be in black and white.

Please avoid the use of colour and send each figure or table in a separate file, in a standard graphic format (e.g. JPEG or TIFF). Figures can be sent as a graphic file; JPG is preferred. Tables should be created in Microsoft Word or compatible program.

One of the requirements for the publication of articles about teaching or research experiences in which subjects have participated is to have a consent form signed by them in order to authorize the use of the information in the publication. If your article contains information provided by participants, please obtain consent forms and send the protocol used to get them to the editor, together with your manuscript.

Please send the article and the consent form(s) —if applicable— together with a letter to the editor specifying the following: title of the article, the author(s) name(s), institution, address, a short biographical statement (biodata) of no more than 50 words per author, and the date or period of time when the document was written. If the paper presents initial or final results of a project, please indicate so. Include the name of the code number (if there is one) and the name of the institution that sponsored the project. Additionally, you should include a statement indicating that your article has not been submitted to another publication and that it has not been published elsewhere.

References

The following samples were retrieved on September 18, 2008 from Long Island University: C.W. Post Campus Web site: <http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm>

Journal Article where the page numbering continues from issue to issue
Dubeck, L. (1990). Science fiction aids science teaching. *Physics Teacher*, 28, 316-318.

Journal or Magazine Article that starts each issue with page one (for magazine articles, include the month and day -see below)

Wilcox, R. V. (1991). Shifting roles and synthetic women in Star trek: The next generation. *Studies in Popular Culture*, 13(2), 53-65.

Magazine or Journal Article from a Database (for journal articles, do not include the month -see above):

Mershon, D. H. (1998, November/December). Star trek on the brain: Alien minds, human minds. *American Scientist*, 86(6), 585. Retrieved July 29, 1999, from Expanded Academic ASAP database.

Newspaper Article

Di Rado, A. (1995, March 15). Trekking through college: Classes explore modern society using the world of Star trek. *Los Angeles Times*, p. A3.

Book

Okuda, M., & Okuda, D. (1993). *Star trek chronology: The history of the future*. New York: Pocket Books.

Book Article or Chapter

James, N. E. (1988). Two sides of paradise: The Eden myth according to Kirk and Spock. In D. Palumbo (Ed.), *Spectrum of the fantastic* (pp. 219-223). Westport, CT: Greenwood.

Encyclopedia Article

Sturgeon, T. (1995). Science fiction. In *The encyclopedia Americana* (Vol. 24, pp. 390-392). Danbury, CT: Grolier.

ERIC Document

Fuss-Reineck, M. (1993). *Sibling communication in Star trek: The next generation: Conflicts between brothers*. Miami, FL: Annual Meeting of the Speech Communication Association. (ERIC Document Reproduction Service No. ED 364932)

Website

Lynch, T. (1996). *DS9 trials and tribble-ations review*. Retrieved October 8, 1997, from Psi Phi: Bradley's Science Fiction Club Web site: <http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html>

Evaluation and Publication

All submissions go through a peer review process. If your article is accepted, after having been read by at least two evaluators, you should be ready to revise it if necessary. If major changes are required by the evaluators or the editor, either the article will be returned to you for amending or the edited version will be sent to you for approval.

Authors should expect approximately four months until notification of decision from the editor. Upon publication, authors will receive two complimentary copies of the issue in which their articles appear.

Copyright

Once your article is accepted, you should authorise us to reproduce the full text on the Internet and in any other source sponsored by Universidad Nacional de Colombia.

If you wish to use the article again in a publication written or edited by you, you may do so provided that its original publication in the PROFILE journal is acknowledged.

Sending Contributions

We accept submissions all year round. However, papers expecting to be published in the first issue of the year (April) should be sent no later than **August 1** of the previous year and

those wishing to be included in the second issue (October), not later than **March 1**.

Manuscripts and letters to the editor should be sent to:

Departamento de Lenguas Extranjeras -
Universidad Nacional de Colombia, Ciudad
Universitaria. Carrera 30 # 45-03, Bogotá,
Colombia and to: rprofile_fchbog@unal.edu.co
Phone: 57(1) 316-5000 Ext. 16780 Fax: 57(1) 316-
5000 Ext. 16780 /16773.

REVISTAS DE LA FACULTAD DE CIENCIAS HUMANAS UNIVERSIDAD NACIONAL DE COLOMBIA / SEDE BOGOTÁ



**REVISTA
COLOMBIANA
DE SOCIOLOGÍA**
n.º 32 / ENE-JUN 2009
Departamento de
Sociología
www.humanas.unal.edu.co/recs
recs@unal.edu.co



**IDEAS Y
VALORES**
n.º 140 / 2009
Departamento de
Filosofía
www.ideasyvalores.unal.edu.co
revideva_fchbog@unal.edu.co



MAGUARÉ
n.º 22 / 2008
Departamento de
Antropología
revmag_fchbog@unal.edu.co



**ANUARIO
COLOMBIANO
DE HISTORIA
SOCIAL Y DE LA
CULTURA**
VOL. 36, n.º 1 / 2009
Departamento de
Historia
anuhisto_fchbog_unal.edu.co



TRABAJO SOCIAL
n.º 11 / 2009
Departamento de
Trabajo Social
revtrasoc_bog@unal.edu.co



**LITERATURA:
TEORÍA, HISTORIA,
CRÍTICA**
n.º 11 / 2009
Departamento de
Literatura
revliter_fchbog@unal.edu.co



PALIMPESTVS
n.º 6 / 2007-2008
Revista de la Facultad
de Ciencias Humanas
palimpsestvs@unal.edu.co



**REVISTA
COLOMBIANA
DE PSICOLOGÍA**
VOL. 18, n.º 1 / 2009
Departamento de Psi-
cología
revpsico_fchbog@unal.edu.co



**FORMA
Y FUNCIÓN**
VOL. 22, n.º 1 / 2009
Departamento de
Lingüística
www.formayfuncion.unal.edu.co
revff_fchbog@unal.edu.co



**CUADERNOS DE
GEOGRAFÍA**
n.º 17 / 2008
Departamento de
Geografía
rcgeogra_fchbog@unal.edu.co



**DESDE EL JARDÍN DE
FREUD**
«Actos»
n.º 9 / 2009
Revista de Psicoanálisis
rpisfreud_bog@unal.edu.co

DISTRIBUCIÓN

UN LA LIBRERÍA, BOGOTÁ

Plazoleta de Las Nieves
Calle 20 # 7-15
Tel. 22819003 ext. 29490
Ciudad Universitaria
Torre de Enfermería, piso 1
Tel. 3165000 ext. 19647
www.unlalibreria.unal.edu.co
www.unibiblos.unal.edu.co
libreriaun_bog@unal.edu.co

LA LIBRERÍA DE LA U

www.lalibreriadelaun.com

SUSCRIPCIÓN Y DISTRIBUCIÓN

SIGLO DEL HOMBRE EDITORES

Bogotá / Cra. 31A # 25B-50
Pbx. 3377700
www.siglodelhombre.com

CENTRO EDITORIAL
FACULTAD DE CIENCIAS HUMANAS
Ciudad Universitaria., ed. 205, of. 222
Tel: 316 5000 ext. 16208
editorial_fch@unal.edu.co
www.humanas.unal.edu.co
Bogotá, D.C.

www.4-72.com.co



LA RED POSTAL DE COLOMBIA

► Línea de Atención al Cliente Nacional ◀
01 8000 111210